



COUNTY OF SAN LUIS OBISPO

## GENERAL SERVICES AGENCY

### *Administrative Guideline and Policy*

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**Title:** *SLO Veteran's Memorial Hall Use & Reservations*

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**Effective Date:** January 1, 2013

**Prepared by:** Curtis Black, Deputy Director – Parks

**Review Date:** January 1, 2015

**Approved by:** Janette Pell

**Purpose:**

This Guideline is provided to assist SLO Veteran's Memorial Hall (Hall) users in placing reservations and to guide General Services Agency (GSA) staffs in providing Hall reservations for uses including:

- Veteran Organizations;
- County Board of Supervisors approved, advisory councils, ad hoc committees and special district boards;
- Paid Users;
- County Library;
- General Fund Departments and Programs; and,
- Non General Fund Departments and Programs, and other governmental users.

**Authority:**

Guideline is based on Rules and Regulations as established by Board of Supervisors May 11, 1981 and as revised by the Board on October 11, 1988.

**Reservations Guidelines per Category of Use:**

1. Veteran Organizations:  
Veteran Groups shall place reservations up to twenty-four (24) months in advance for up to two (2) free reservations per calendar month. Additional reservations beyond the two free reservations will be charged the Board approved fee(s).
2. County Board of Supervisors approved, advisory councils, ad hoc committees and special district boards:  
Liaisons to Board approved councils, committees and boards and Legislative Aides to County Supervisors who approve multi-jurisdictional (private, public, academic, business, special district, etc.) community meetings shall place reservations up to twenty-four (24) months in advance of use. To avoid potential conflict with other users, all reservations are to be placed with GSA reservations staffs annually on the first working day in January. No fee will be charged for use.

3. Paid Users:

Reservations space will be reserved on an ongoing basis to provide opportunities for revenue generation (paid use) through provision of recreational programs (Monday – Thursday) and Building/Room Rentals (Friday evenings and all day Saturday and Sunday). Building/Room rentals will be charged at the Board approved fees in effect for the time of use. Cleaning and/or Damage Deposits may be required. Additional Impact Fees (Amplified Sound, Alcohol Service, Commercial Sales, etc.) may also be required per use.

4. County Library:

The County Library may reserve a Veteran's or Community Building, which may be the SLO Veterans Memorial Hall, for one annual book sale. Reservations may be placed up to twelve (12) months in advance of use and will be on space available basis. No fee will be charged for this use. However, Library shall reimburse GSA for any actual costs incurred as a result of this use, including excess utility, janitorial and overhead expenses.

5. General Fund Departments and Programs:

County General Fund functions may be reserved up to twelve (12) months in advance of use and will be on space available basis. No fee will be charged for this use. However, General Fund departments shall provide their own staff(s) for set up, take down and cleaning building, or reimburse GSA for any actual costs for doing same.

6. Non General Fund Departments and Programs, and other governmental users:

Non general Fund County, State and Federally funded programs shall pay Board approved fee in effect for the time of use. Reservations may be placed up to twelve (12) months in advance of use and will be on space available basis.

**Priorities of Use:**

Priority will be given the Paid User. Free use will be on an "as available" basis.

Space will be provided in the following priority order:

1. Veteran's Organizations.
2. Board Approved, advisory councils, ad hoc committees and special district boards.
3. Paid Use: Recreation Programs Monday through Thursday evenings; and, Revenue Production Friday evenings through Sunday.
4. Departmental Use.

**Exemptions:**

Exemptions to fees beyond those stated above must be requested in writing and submitted to the General Services Agency Director or designee. The Director or designee will accept or reject each request on a case by case basis. Decisions of the Director may be appealed to the County Board of Supervisors.